

**September 15, 2015**  
**JOB VACANCY ANNOUNCEMENT**

**12th Judicial Circuit**  
**Will County**

*Applicant may be required to submit additional material and/or complete job specific tests for the position.*

<b>POSITION:</b>	<b>Administrative Assistant to the Chief Circuit Judge</b>
<b>DIVISION:</b>	<b>12th Judicial Circuit</b>
<b>BENEFITS:</b>	<b>An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.</b>
<b>SALARY:</b>	<b>\$36,867 per year</b>

**ESSENTIAL DUTIES:** The Administrative Assistant to the Chief Circuit Judge performs secretarial and office management work by relieving the Chief Circuit Judge of administrative detail. Initiative and independent judgment are exercised within a broad framework of existing policies. Work is evaluated by the Chief Judge through conferences, personal observations and review of completed projects.

Functions include: Coordinates office support activities and performs administrative assistant duties to judges and staff; Operates personal computer (i.e. word processing, spread sheet or database applications) to draft correspondence, meeting minutes, reports and other materials; Processes travel vouchers and makes travel arrangements; Opens, dates and sorts incoming mail; Maintains records, reports and files including: financial, personnel and inventory; Coordinates and maintains office filing systems; Photocopies materials, orders supplies, schedules meetings, assists in preparation of seminars and conferences; Takes and transcribes dictation; Performs other duties as assigned.

**SELECTION FACTORS:** Knowledge of standard secretarial/administrative assistant techniques including office procedures, composition, records management and office communications; Ability to use office equipment (personal computer, fax, copier, etc.) as well as personal computer applications (i.e. word processing, database and spreadsheet); Ability to communicate effectively, verbally and in writing; Associates with employees and the public in a pleasant, courteous and helpful manner; Ability to organize work effectively and meet required deadlines; Responds to change productively.

**EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS:** A minimum of two (2) years office experience; Knowledge of secretarial and/or administrative assistant techniques or education/training equivalent to an associate's degree in secretarial science or a related area; Ability to take dictation and transcribe notes.

**PHYSICAL REQUIREMENTS:** Ability to sit for extended time periods. Professional office working environment requiring telephone usage and ability to process written documents.

**Interested individuals should submit resume, cover letter and references to:**

Kurt Sangmeister, Court Administrator  
Will County Courthouse  
57 N. Ottawa, 3<sup>rd</sup> Floor  
Joliet, IL 60432  
[ksangmeister@willcountyillinois.com](mailto:ksangmeister@willcountyillinois.com)

**Applicant's information must be received by Monday, September 28, 2015.**

**EQUAL OPPORTUNITY EMPLOYER**